



**DEPARTMENT OF THE NAVY**  
**SPACE AND NAVAL WARFARE SYSTEMS COMMAND**  
**4301 PACIFIC HIGHWAY**  
**SAN DIEGO, CA 92110-3127**

SPAWARINST 1650.2A  
09M  
09 Sept 2003

SPAWAR INSTRUCTION 1650.2A

From: Commander, Space and Naval Warfare Systems Command

Subj: SPAWARRIOR OF THE QUARTER AND LIGHTNING BOLT AWARDS

Ref: (a) 5 U.S.C. 4501-4506 Incentive Awards  
(b) DoD 1400.25-M, DoD Civilian Personnel Manual of  
Dec 96, Subchapter 451 - Awards  
(c) SPAWARINST 1650.1D

Encl: (1) Submission Cover Letter Example  
(2) Lightning Bolt Nomination Worksheet  
(3) SPAWARRIOR of the Quarter Nomination Worksheet

1. Purpose. As provided by the provision of references (a) and (b), this instruction provides policy and procedure for nomination and selection of the SPAWARRIOR of the Quarter and Lightning Bolt Awards.

2. Cancellation. SPAWARINST 1650.2 of 29 Apr 02.

3. Background. In 1994, the SPAWAR Executive Steering Group authorized the selection of a SPAWARRIOR of the Quarter in order to recognize the exceptional contributions of one employee within the SPAWAR claimancy. In 1996, the Commander, Space and Naval Warfare (SPAWAR) Systems Command, established the Lightning Bolt Award which is awarded on a quarterly basis to recognize team effort and notable accomplishments. Recognition for these awards is separate and distinct from annual performance ratings. Accordingly, it is not intended that supervisors only nominate employees recommended for "outstanding" ratings.

4. Eligibility. This instruction applies to all DoD civilian, military, and contract personnel (note: contractors must be team members of official government efforts) assigned to the SPAWAR claimancy, supported Program Executive Officers (PEO) and Direct Reporting Program Managers (DRPM) (i.e., Director NMCI).

5. Limitations

a. Employees who have received either formal or informal disciplinary action within the past calendar year are ineligible for these awards. Failure to be selected for either of these awards is excluded from applicable grievance procedures.

b. Lightning Bolt Awards shall be submitted not later than two quarters after the team's accomplishment. Nominations exceeding this timeframe are not normally accepted.

## 6. Administration

a. The following schedule for award submissions is established:

1st Quarter	Jan-Mar	(submissions due 15 Apr)
2nd Quarter	Apr-Jun	(submissions due 15 Jul)
3rd Quarter	Jul-Sep	(submissions due 15 Oct)
4th Quarter	Oct-Dec	(submissions due 15 Jan)

An internal deadline for consolidation and ranking of nominations is encouraged.

b. Consolidate SPAWARRIOR of the Quarter and Lightning Bolt Award nominations for submission in an organizational group. Utilize the format provided at enclosure (1) to list all teams and SPAWARRIOR of the Quarter nominees in order by which they are ranked. The cover letter shall be signed by the organizational head and forwarded to the SPAWAR awards coordinator (SPAWAR 09M) in accordance with the above schedule. Forward enclosures electronically to facilitate processing by SPAWAR 09M. Awards submitted outside these guidelines will not be accepted.

c. The SPAWAR Awards board outlined in reference (c) will be augmented by a representative of supported PEO and DRPM as desired. Recommendations are forward to COMSPAWARSYSCOM for final selection and subsequent presentation at "All Hands" ceremonies.

## 7. Nomination Criteria

a. Lightning Bolt Award. Submit nominations in the format outlined in enclosure (1). The submission package shall include completion of parts 1 and 2 of the Lightning Bolt Nomination Worksheet consisting of a brief opening statement about the accomplishments of the team, a bulleted list of specific or notable accomplishments, and a proposed citation.

b. SPAWARRIOR of the Quarter. Submit nominations in the format outlined at enclosure (3). The nominee must have been employed or assigned to SPAWAR for no less than one year before being nominated and must be nominated for accomplishments that occurred within one year of their nomination. It is not necessary to be on SPAWAR rolls, (i.e., interns) but nominees are

limited to DoD civilian employees or military personnel. Supporting data should be factual and specific rather than opinions or conclusions. To simplify the evaluation process, every effort should be made to provide data in the applicable ten categories listed in this instruction. Accomplishments of the nominees may include some or all of the following:

(1) Superior achievements or contributions to SPAWAR or supported PEO and DRPM and/or other agencies;

(2) Achievements beyond immediate assignment beyond the scope of normal assignment;

(3) Participation in Equal Employment Opportunity (EEO)/mentoring activities;

(4) Participation in community affairs such as activities in civic, social, educational, religious, and/or charitable affairs;

(5) Participation in employee or office activities that include notable efforts that contribute to the success of social, recreational, and/or charitable activities sponsored by SPAWAR or employee groups;

(6) Participation in a Total Quality Leadership effort;

(7) Participation in self-development efforts including training or courses, especially those undertaken on employee's own initiative and time;

(8) Academic accomplishments such as awards, honors, degrees, and/or published research, articles, essays or books authored by the nominee;

(9) Service/support orientation to customer service support of the nominee's customers;

(10) Other activities or accomplishments in the public interest such as other special acts, services, or activities (on or off the job) not included in the above areas that reflect credit on the employee.

8. Resubmission Procedures. Nominations not selected for a given quarter may be submitted for consideration for the next consecutive quarter. The resubmission must be indicated in the cover letter and ranked among the other nominations. Nominations

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not selected after being resubmitted are ineligible for further submission.

9. Awardees Recognition. The recipient of the SPAWARRIOR of the Quarter Award will receive a reserved parking space, a Command plaque, and will be featured with a picture on the Command website. Recipients of the Lightning Bolt award will receive a lightning bolt team certificate and will be featured with a picture and article on the Command website. Both awards will be presented at the All Hands ceremonies by Commander, SPAWAR or PEO, as appropriate.

10. Action

a. All SPAWAR employees are encouraged to nominate deserving employees, military and civilian, for these prestigious awards.

b. SPAWAR Code 09M is responsible for consolidation of organizational submissions and review to ensure eligibility in all areas outlined by this instruction before submission to the SPAWAR Awards Board.

c. SPAWAR Public Affairs (SPAWAR 00L) will publish pictures and articles in the Command newsletter as appropriate.

/s/  
K. D. SLAGHT

SPAWAR List 4  
SNDL Part II:  
FKA1B1 (SPAWAR SYSTEMS CENTER, FACILITY AND ACTIVITY)

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**SUBMISSION COVER LETTER**

From: (Code)  
To: SPAWAR Awards Board

Subj: SPAWARIOR OF THE QUARTER AND LIGHTNING BOLT NOMINEES

Ref: (a) SPAWARINST 1650.2A

1. Per reference (a), the following teams are nominated for the SPAWAR Lightning Bolt award and are listed in order of their ranking:

1. Team A
2. Team B
3. Team C
4. Team D

2. The following SPAWARRIOR of the Quarter(s) are nominated and are listed in order of their ranking:

1. Person A
2. Person B
3. Person C
4. Person D

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Code/Department/Activity  
signature block

Enclosure (1)



**LIGHTNING BOLT NOMINATION WORKSHEET (PART 1)**

1. Team name: \_\_\_\_\_
2. Team effort beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_  
MMM/YYYY MMM/YYYY
3. Number of members: \_\_\_\_\_
4. Team members: (List full names, ranks, and parent commands.  
May be added as an attachment if extra space is needed).
5. This is the 1<sup>st</sup> 2<sup>nd</sup> time this nomination is being submitted.  
(circle one)
6. Team point of contact:

_____	_____	_____
Name	Code	Phone

7. Overall code point of contact (must be the same for all  
nominations submitted by this code:

_____	_____	_____
Name	Code	Phone

8. If selected, who will accept on behalf of the team?

_____	_____	_____
Name	Code	Phone

(Individual identified in para 8. above must be able to attend  
"All Hands" at SPAWARSYSCOM in San Diego. Provide a mailing  
address for where the plaque and certificate need to be mailed if  
person is unavailable.)

**PART 2**

Opening Statement: (three to four sentences)

Bulleted list of accomplishment(s):

(The following are suggested areas of focus)

1. Has the team overcome time, equipment, manpower, or other significant obstacles?
2. What specific impact has the team made on the command and Fleet customers?
3. What innovations or changes did the team make that led to improved efficiency or processes?
4. What results were obtained and what effect will/did they have on SPAWAR and the Fleet?

Further guidelines:

Nominations should focus on the collective efforts of the team and should include numbers, percentages, and other measurable facts. All efforts should be made to avoid vague words such as "many", "numerous", and "several". The nomination should be straightforward, matter-of-fact, and free of uncommon acronyms and ambiguous statements.

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Submitting team lead signature

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Print Name



**SPAWARRIOR OF THE QUARTER NOMINATION WORKSHEET**

" \_\_\_\_\_ is hereby nominated by \_\_\_\_\_ for  
(Name) (Code)

SPAWARRIOR of the Quarter for \_\_\_\_ Quarter of 20 \_\_\_\_."

**SUPPORTING INFORMATION**

Grade/Series: \_\_\_\_\_

Code: \_\_\_\_\_

Critical Criterion: YES / NO Employee has been employed or  
assigned to SPAWAR or PEO-C4I for at least one year.

YES / NO Employees accomplishment(s) have  
taken place within the last year.

Desired Criterion: (Provide information for all that apply)

1. Superior Achievements;
2. Achievements beyond immediate assignment;
3. Participation in EEO/mentoring activities;
4. Participation in community affairs;
5. Participation in employee or office activities;
6. Participation in a TQL effort/improvement;
7. Participation in self-development efforts;
8. Academic accomplishments;
9. Service/support orientation;
10. Other activities or accomplishments in the public interest.

Nomination submitted by:

Name: \_\_\_\_\_

Code: \_\_\_\_\_

Date: \_\_\_\_\_